

**City of Newport Beach - Building Department**

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**ADMINISTRATIVE POLICY**

<b>Effective Date</b>	<b>Subject</b>	<b>Policy No.</b>
October 7, 1999	"As Built" Permits	ADM-5

"As built" permits shall be issued for miscellaneous construction built without the benefit of a building permit, when in the opinion of the inspector items not inspected are not detrimental to the safety of the occupants. The Building Inspector shall document on the building permit the required inspections performed due to existing conditions.

Prior to issuing an "As Built" permit, the Building Inspector shall perform an investigation on the existing construction and determine whether construction drawings and structural calculations are required. Structural details and calculations for concealed elements are not required unless noted otherwise by the Inspector that a complete submittal is required. He/she shall also determine which construction must be exposed and/or tested to verify that the existing construction is in compliance with the building codes. Her/his findings will be documented on a correction notice form.

The plan check engineer must coordinate the drawings with the inspector's investigation report and with the inspector to insure all existing construction requiring a permit is included on the drawings and that all inspection requirements are also listed on the plans. Plan check engineer shall denote on the first sheet of plans and include in the permit scope the statement, "Built without a permit, subject to field inspection". Fees shall be charged in accordance with the code.

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Jay Elbetta, Building Director